

INSTRUCTIONS FOR REAL ESTATE CONTINUING EDUCATION COURSE APPROVAL

Classes May Not Be Scheduled or Advertised Until Sponsor Has Received Approval from the Department (Includes Advertising as “Pending Approval”)

GENERAL INFORMATION

Michigan’s education program is regulated by law and rule. Therefore, all approved Sponsors, whether they are located in or outside the State of Michigan are required to be in compliance with the regulations.

Sponsors must receive Department approval for all Continuing Education (CE) material offered to licensees, per Rule 651. CE curricula may either be purchased from an already-approved source or written by the Sponsor and submitted for approval. If purchasing a course that has already been approved, the application approval process generally takes less time.

Section 2504(4) of the Occupational Code requires licensees to complete not less than 18 clock hours of continuing education (CE), approved by the Department, to qualify for renewal. Only approved Sponsors may offer CE courses, per Sec. 2504(8) and Rule 101(1)(t).

APPLICATION PROCESS

When filing a Sponsor application, the following documents are required. Please refer to the checklist to ensure that your application is complete before submitting it. **Incomplete applications will be denied if all required information is not received.**

1. Application for Approval of Continuing Education Courses (CSCL/LRE-600)

- Print or type the application and all documents.
- This must be completed in its entirety in order to be processed.
- The application and enclosures may be hole-punched, but please do not submit in hardcover notebooks or permanently bound.
- A change in the information on the application form shall be reported to the department within 30 days of the change.
- To maintain course approval, a renewal application shall be submitted to the department at least 60 days prior to expiration of the course approval.

NOTE: Rule 645(1) stipulates that approval of continuing education courses issued by the department to a real estate sponsor shall expire on **December 31** of the year in which all real estate licenses expire.

2. Sample Course Outline/Agenda (CSCL/LRE-600)

This form must represent how many minutes will be given to each subject to determine how many hours requested for the course. Approved Sponsors may offer courses in a variety of time configurations.

The purpose of continuing education is to keep licensees updated. Therefore, updates should be applied to the course when there are any law or rule changes.

Rule 651(d) requires an outline of the courses to be taught, including the number of hours allocated to each topic. Courses shall be composed of at least 1 of the following categories:

- (i) Changes in economic conditions;
- (ii) Changes in laws, court opinions, and rules;
- (iii) Interpretations relating to and affecting real property;
- (iv) Any topics relevant to the management, operation, or practice of real estate.

Session Length. A “clock hour” denotes 50 minutes of “instruction in a classroom.” Self-study, time for reading/studying of course materials during classroom time, self-initiated research and non-instructor-directed discussion groups do not constitute instruction in a classroom.

NOTE: If a sponsor requests approval to teach six hours, the participant must complete the entire course to receive credit. For example, if a licensee needs only two hours to complete the CE requirement and enrolls in an approved, six-hour course, he/she is required to complete the entire course in order to receive a completion certificate. They may not complete just two hours and receive credit.

3. Course Outlines/Detailed Course Description (CSCL/LRE-600)

Each application must be accompanied by the typed or printed detailed instructor-course outline for each course. Characteristics of this outline are as follows:

- Table of contents reflecting major subject divisions must indicate page numbers and hours of instruction allocated to each major subject. If timeframes change, submit a revised table of contents reflecting the different time format (i.e. three hours per session versus four hours, etc.)
- Must be submitted with pages consecutively numbered from beginning of the entire outline to the end. (Outline revisions that expand single pages to additional pages may be labeled with an (a), (b), (c), etc.)
- Follow generally accepted outline format (not narrative). Double space between sessions.
- Must include objectives.

The turn-around time is approximately 30 days for evaluation. However, it may require 90 days or longer to obtain final approval for private occupational schools due to receiving your Proprietary School License prior to the final approval.

4. Continuing Education Instructor Approval Form (CSCL/LRE-621)

Instructors are given authority to teach only when they are affiliated with an approved sponsor. A sponsor must submit a list of any instructors previously approved within the last

three years (an instructor can be added to the list even if they were approved for a different sponsor) or submit a form for a new instructor.

Rule 609(1) states that every course of study shall have an instructor acceptable to the department. Distance courses must have an approved instructor in order to ensure that the student has access to an individual qualified to answer questions, if necessary.

An instructor is defined in Rule 101(1)(m) as an individual who possesses at least 1 of the following minimum qualifications:

- a) Be an instructor of real estate courses who is or has been engaged in the practice of teaching at an accredited institution of higher learning; or
- b) Be a person properly licensed or certified by the department or other governmental agency who is engaged in the real estate aspects of appraising, financing, marketing, brokerage management, real property management, real estate counseling, real property law, or other related subjects; or
- c) Be a person who possesses alternative qualifications approved by the department, and is qualified by experience, education, or both, to supervise and instruct a course of study.

The responsibilities of an instructor are detailed in Rule 609(2) as follow:

- a) Compliance with all laws and rules relating to real estate education;
- b) Providing students with current and accurate information;
- c) Maintaining an environment conducive to learning;
- d) Assuring and certifying attendance of students enrolled in courses;
- e) Providing assistance to students and responding to questions relating to course materials;
- f) Attending such workshops or instructional programs as required by the department.

NOTE: A school or a sponsor must submit the qualifications of each instructor to be used in an approved course to the department not fewer than 60 days before the instructor is scheduled to begin instruction.

5. Sample Certificate of Completion

All participants who have successfully completed the course, as approved by the Department, must receive a certificate per Rule 604(5). Please review the application checklist for the information to be included on this form. Certificate must list all department-assigned course approval numbers for each course taught. This will help avoid the possibility that a licensee completes a duplicate course for which credit will not be granted.

Rule 604(6) requires that each student or licensee completing a prelicensure or continuing education course shall present a state issued photo identification or acceptable alternative form of photo identification to the school or sponsor before receiving the certificate of completion. Both of the following apply:

- a) For courses conducted in a traditional classroom setting, students or licensees shall present a state-issued photo identification or acceptable alternative form of identification that verifies, to the satisfaction of the school or sponsor, the identification of the student or licensee.

- b) For courses conducted through distance education, the school or sponsor shall ensure that the student or licensee whose attendance is reported to the department is the same person who completed the distance education course. The school or sponsor shall take appropriate measures to ensure accurate verification of the identity of each student or licensee before reporting course completion to the department.

6. Student Contract (if applicable)

Rule 605. A submission for course approval shall contain all of the following:

- (1) An application as approved by the department
- (2) A student contract, if used by the school
- (3) A copy of the school's policy for the return of fees if a student fails to appear, is dismissed, or withdraws voluntarily from a real estate prelicensure or continuing education course.

7. Delivery System (Online, Home study)

Proof of ARELLO certification as a primary or secondary provider, including summary sheet and certificate, shall be provided with the application for course approval per Rule 606(3)(a)

A Non-ARELLO certified course provide all items listed below:

- (a) The individual modules of instruction on a computer or other interactive program.
- (b) A list of at least 1 learning objective for each module of instruction. The learning objective shall ensure that if all the objectives are met and the entire content of the course is understood.
- (c) A structured learning method to enable the student to attain each learning objective
- (d) A method of assessment of the student's performance during each module of instruction
- (e) A method of remediation for any student who is deficient in the method of assessment to repeat the module until the student understands the content material.

8. Schedule & Geographic Location Form (CSCL/LRE-004)(Non-distance only)

Rule 604(7) requires that at least 30 days before courses are held, schools and sponsor shall submit to the department a schedule of geographic location for each course. Please consider the following when filling out the form:

- Each "M" course number must have its own form filled out. i.e. all dates, times, locations (street address, city & state) and full instructor names must be completed for each course offering.
- Do not put multiple courses on one sheet.
- In case you are changing information on a schedule and geographic location that has already been submitted, please include the original date, time, location, and instructor along with the correction.
- Check the appropriate box on the form (i.e. cancel, change, new)

- Make-Up Policy: If a class would normally fall upon a day of the week that is a holiday, provide an explanation regarding when and how the school will schedule makeup hours or an alternate date for that particular session.

AFTER COMPLETION OF A COURSE

9. Submit an Electronic Verification of Attendance (VOA) Roster

Rule 604(8) requires submitting attendance lists within 5 business days after the last class day. If a student must make up class time before completing the course, type the actual date of completion after the name of the student on the Verification List. If a revision to the list is required, report only those change(s) – do not send the entire original list with the change added.

Electronic filing of your continuing education course attendance roster file must be a tab delimited text file or an excel file, that can be exported from any database you have, or you may use a spreadsheet program to create the file. The format of the file **MUST** match the below specifications. We offer formatted spreadsheets (VOA Distance or VOA Non-Distance) under the Forms section on our website at www.michigan.gov/bctestesting.

Non-Distance Courses

Field	Course Offering ID	Education Provider Number	License Number	Last Name	Last 4 of SSN
Max Length	10 Character	5 Character	10 Char	35 Char	4 Char
Sample Data	73	101	6502000001	XXXXXXXXXX	2222

Distance Courses

Field	Course Approval ID	Education Provider Number	License Number	Last Name	Last 4 of SSN	Completion Date
Max Length	10 Character	5 Character	10 Char	35 Char	4 Char	10 Char
Sample Data	73	101	65020000 01	XXXXXXXXXX	2222	mm/dd/yyyy

Please make sure you only use the fields listed above as we do not need any other information on the spreadsheet.

- **Non-Distance:** You will receive a **Course Offering ID** notification by e-mail after your schedule has been entered by the department. Once you receive the course offering ID notification you can submit the verification of attendance, putting the course offering ID in the first column.
- **Distance:** You should receive a letter in the mail after we have approved your distance course with the course approval ID number. If you do not have a course approval ID number, contact the department to obtain one.
- You **DO NOT** need to put a “M” in front of your Education Provider Number or Course Approval ID number.

- The license number needs to be complete with no dashes or spaces (6502000001). DO NOT submit broker numbers (6505000002).
- The last name should be only the last name (for example, Smith, NOT SMITH). No commas, Jr., Sr. etc.
- Make sure you submit the last four digits of the Social Security Number. DO NOT leave it blank or put zeros in that column.
- One spreadsheet for each Course Offering ID must be submitted. **Note:** For Distance Course, you can put more than one completion date on the spreadsheet
- After you have completed your spreadsheet you must e-mail it to bcseeducation@michigan.gov. You may include more than one spreadsheet in your email.

ADDITIONAL INFORMATION

Students Records. Rule 604 requires Sponsors to establish and maintain a record for each student. These records must be maintained **for not less than 6 years**. The record must consist of the student's name and address; the number of clock hours attended; the student's grade, if an examination is required to determine successful completion of the course; the date of course completion; the last 4 digits of the student's social security number; the student's date of birth; and the real estate license identification number, if applicable.

Processing Timeframes. Please allow **60 days** for processing. The department will notify you in writing of approval, notice of incomplete application, or denial.

Advertising. Remember that courses cannot be advertised, scheduled, or held until they have been approved by the Department.

The updated forms are available on the website at www.michigan.gov/bctest under the Forms drop down menu. Any questions you may have regarding your application may be directed to 517-241-9231.

APPLICATION CHECKLIST FOR COURSE APPROVAL FOR REAL ESTATE CONTINUING EDUCATION COURSES

The following checklist is for your use in assembling and submitting the materials required for your application to offer courses. **You do not have to return this form.**

☐ **Real Estate Sponsor Application (CSCL/LRE-600)**

- ✓ Per Rule 631(2) A change in the information on the application forms shall be reported to the department within 30 days of the change. The department shall accept or reject a change within 60 days of notification of the change.

☐ **Timed Course Outline & Detailed Course Description (CSCL/LRE-600) – Include:**

- ✓ Sponsor Name, Address and Telephone Number
- ✓ Name of the Course(s) to be taught and the Course Approval Number
- ✓ How many minutes each subject is given, inserting how many minutes for any breaks or lunch (Non-distance only) (minimum of one 15-minute break is mandatory for each two hours or instruction)

☐ **Delivery System (for online course/distance education)**

- ✓ ARELLO Accredited
 - Submit proof of certification
- ✓ Non-ARELLO Accredited: all of the following are mandatory for approval
 - The individual modules of instruction on a computer or other interactive program
 - A list of at least 1 learning objective for each module of instruction. The learning objective shall ensure that if all the objectives are met the entire content of the course is understood.
 - A structured learning method to enable the student to attain each learning objective
 - A method of assessment of the student's performance during each module of instruction
 - A method of remediation for any student who is deficient in the method of assessment to repeat the module until the student understands the content of material.

☐ **Instructor Approval Form (CSCL/LRE-621)**

- ✓ Attach resume for all new instructors
- ✓ The school or sponsor shall submit to the department the qualifications of each instructor to be used in an approved course **not fewer than 60 days** before the instructor is scheduled to begin instruction per Rule 609(3).

☐ **Student Contract, if used**

- ✓ Fee Schedule
- ✓ Refund Policy
- ✓ Class Makeup Policy
- ✓ Date Course to Begin and End

- ✓ Required Attendance Policy
- ✓ Other Fees or Expenses (please explain)

☐ **Sample Certification of Completion – Must Include:**

- ✓ Course Name, as approved by the department
- ✓ Course Approval Number, as approved by the department
- ✓ Date of Course Completion
- ✓ Name and approval Number of the School or Sponsor
- ✓ Name of Student
- ✓ The Licensee's Real Estate License Identification Number
- ✓ Number of Clock Hours Completed
- ✓ Signature of Course Coordinator

☐ **Proprietary School Unit License (Proprietary Schools Only)**

- ✓ Date of Approval
- ✓ Title of Course and Number of Clock Hours

☐ **Schedule & Geographic Location Form (CSCL/LRE-004)**

- ✓ Do not put multiple courses on one sheet.
- ✓ Check the appropriate box on the form (i.e. cancel, change, new)

☐ **Verification of Attendance (After Completion of a Course)**

- ✓ Email the information on the VOA Roster spreadsheet (available on our website: www.michigan.gov/bctest) to bcseeducation@michigan.gov within 5 business days after the last class day.

Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau
Testing, Education & Program Services
P.O. Box 30018, Lansing, MI 48909
517-241-9231 Phone; Fax: 517-241-7539
www.michigan.gov/bcstesting

REAL ESTATE CONTINUING EDUCATION SPONSOR COURSE APPROVAL APPLICATION AND NOTICE

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

Instructions: Sponsor should complete the application, Part A through F where applicable.

Any changes in ownership, school location(s) or school name shall be submitted to the department within 30 days of the change.

A. COURSE INFORMATION (Complete one form for each course offered, information listed will appear on the Department website.)

Course Name	School/Sponsor Name	
Course Type <input type="checkbox"/> Non-distance (classroom) <input type="checkbox"/> Distance (online/homestudy) <input type="checkbox"/> Non-Legal Course <input type="checkbox"/> Legal Update Course	Complete Address of School/Sponsor (Number, Street, Suite, etc.)	
Number of Classroom Hours	City, State, Zip Code	
School/Sponsor Type <input type="checkbox"/> College or University <input type="checkbox"/> Proprietary School <input type="checkbox"/> Local Public School District <input type="checkbox"/> Other _____	School/Sponsor Telephone Number	MI School Number, If Known
Proprietary School State Approval <input type="checkbox"/> MI License #:	Name of Coordinator	
E-mail Address	Coordinator Telephone Number	
Web Address	Fax Number	

B. Provide answers to the following for approval:

1. Has this course been previously approved for CE credit in Michigan? <input type="checkbox"/> Yes, Approval # _____ <input type="checkbox"/> No			
a. State the purpose and goals of this course			
b. Please describe how this course is relevant to either changes in economic conditions; changes in laws, court opinions and rules; interpretations relating to and affecting real property; and any topics relevant to the management, operation or practice of real estate.			
2. While license law and rules do not outline the specific subjects which may be approved, the following are suggested topics which fall within the four areas found in Rule 651. Please check the appropriate box(es).			
<input type="checkbox"/> Principles of Real Estate	<input type="checkbox"/> Property Management	<input type="checkbox"/> Antitrust	<input type="checkbox"/> Economic Conditions
<input type="checkbox"/> Agency	<input type="checkbox"/> Finance	<input type="checkbox"/> Land & Land Use	<input type="checkbox"/> Other _____
<input type="checkbox"/> Civil Rights & Fair Housing	<input type="checkbox"/> License Law and Rules	<input type="checkbox"/> Real Estate Taxation: Federal, State, Local	
<input type="checkbox"/> Contract Law	<input type="checkbox"/> Real Estate Investment	<input type="checkbox"/> Legal Update: Court Cases, both national and statewide	
<input type="checkbox"/> Commercial Real Estate	<input type="checkbox"/> Trust Accounts	<input type="checkbox"/> Management, operation or practice of real estate	

C. ATTENDANCE POLICY

Rule 613 (1) A student shall attend 100% of a course in order to obtain credit for the course.

(2) Credit for a distance learning course requires completion of the entire course. Completion of the entire course means the number of course hours attended equals the number of hours for which the course is approved.

(3) A real estate school or sponsor shall have a makeup policy for students who are absent from or late in arriving at regularly scheduled class sessions.

Is there a class makeup policy? Please describe:

☐ Yes ☐ No

For Non Distance Courses how is attendance monitored?

☐ Sign In ☐ Other - Please describe:

For Distance Courses how will the sponsor verify and monitor attendance in order to prove satisfactory course completion? In what ways and times will sponsor ensure that an instructor will be available to student?

D. Hardware - Software Issues (Distance Course)

How will sponsor deal with hardware and software failure (if not ARELLO certified)

E. DISTANCE (Online Course)

Delivery System:

Rule 606(3)(a) Proof of ARELLO certification as a primary or secondary provider, including summary sheet and certificate, shall be provided with the application for course approval.

Is course ARELLO Certified? ☐ Yes ☐ No

If yes, are you a primary ☐ or secondary ☐ provider? (Attach copy of certificate and summary sheet)

If no, provide information for a-e of Non-ARELLO certified courses listed below:

- a) The individual modules of instruction on a computer or other interactive program.
- b) A list of at least 1 learning objective for each module of instruction. The learning objective shall ensure that if all the objectives are met the entire content of the course is understood.
- c) A structured learning method to enable the student to attain each learning objective.
- d) A method of assessment of the student's performance during each module of instruction.
- e) A method of remediation for any student who is deficient in the method of assessment to repeat the module until the student understands the content material.

F. INSTRUCTOR INFORMATION

If a new instructor, the Real Estate Continuing Education Instructor Approval Form (LRE-621) must be filled out and submitted with a resume. If using an instructor that is already approved the following information is required:

Instructor Name(s)	School Name	School Number

Rule 607. Each real estate school or sponsor shall designate at least 1 individual as coordinator. The coordinator shall be responsible for supervising the program of courses and assuring compliance with the code and these rules.

Please sign confirming that as coordinator you realize you are responsible for your school to be in compliance.

Signature of Coordinator

Date

G. DEPARTMENT APPROVAL (For Office Use Only)

School Number	Course No. Assigned	Hours Approved
Approval Signature	Date Approved	

SAMPLE TIMED COURSE OUTLINE/AGENDA “M” Courses

(Insert Sponsor Name)
(Insert Sponsor Address)
(Insert Sponsor Telephone Number)

For a two-hour course:

30 minutes	Registration
50 minutes	_____ (Subject)
10 minutes	BREAK
50 minutes	_____ (Subject)
	Certificate Distribution – (Photo ID Required)

For a six-hour course:

30 minutes	Registration
35 minutes	_____ (Subject)
35 minutes	_____ (Subject)
15 minutes	BREAK
80 minutes	_____ (Subject)
60 minutes	LUNCH
70 minutes	_____ (Subject)
30 minutes	_____ (Subject)
15 minutes	BREAK
50 minutes	_____ (Subject)
	Class Evaluations and Distribution of Certificates (Photo ID Required)

Sponsor Information Only – Agendas will vary according to the amount of time allocated for each class. Simply replace the sample minutes above with the appropriate information from your course and insert your Subjects.

SAMPLE OF STUDENT SYLLABUS

ESTATES

I. Leasehold Estates

- A. Estate for Years
- B. Estate at Will
- C. Estate at Sufferance

II. Freehold Estates

A. Life Estates

- 1. Conventional
- 2. Legal

B. Fee Simple

- 1. Bundle of Rights
- 2. Tenancies
 - a. Severalty
 - b. Common
 - c. Joint
 - d. Entirety

SAMPLE OF DETAILED INSTRUCTOR'S COURSE OUTLINE

B. Fee Simple

1. Bundle of Rights

Rights that attach to the ownership of real property. Right to:

- | | | |
|-------------|-------------|--------------|
| a. Sell | f. Exclude | k. Give Away |
| b. Lease | g. Will | l. Share |
| c. Encumber | h. License | m. Mortgage |
| d. Use | i. Devise | n. Trade |
| e. Enjoy | j. Dedicate | o. Exchange |

2. Tenancies

a. Severalty

- (1) Ownership by one person, title severed from any other person
- (2) Sole owner dies, property passes to heirs or devisees

b. Common

- (1) Concurrent Ownership between two or more persons
- (2) Undivided possession of the property
- (3) Interests in title may be equal or unequal
- (4) Co-tenant dies, interest passes to heirs or devisees
- (5) Can include dower rights

c. Joint

- (1) Ownership by two or more natural persons
- (2) Rights to survivorship
- (3) Equal shares of ownership
- (4) Avoids probate
- (5) Unity of title, time, interest, and possession

d. Entirety

- (1) Joint tenancy between a lawfully married husband and wife
- (2) Ownership to the martial unit
- (3) Death of one spouse, estate succeeds to surviving spouse
- (4) Excludes heirs and creditors
- (5) Neither can convey or mortgage without the other

OFFICE USE ONLY
Date Approved:
Approval Year:

REAL ESTATE CONTINUING EDUCATION INSTRUCTOR APPROVAL FORM

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

School/Sponsor Information (Please Type or Print)

Name of School/Sponsor	School Approval Number	Telephone Number ()	
School/Sponsor Coordinators Name			
School/Sponsor Address (Number & Street)	City	State	Zip Code

Applicant Information (Please Type or Print)

Name of Applicant (First Name, MI, Last Name)			
Applicant's Address (Number & Street)	City	State	Zip Code
Telephone Number ()	Cell Phone Number ()	Fax Number ()	
E-Mail Address		Website	
If you are an already approved instructor list the sponsor name and sponsor number for whom you are approved through. Sponsor Name _____ Sponsor Number _____			
Courses To Be Taught			

If you are a new instructor provide the following information and check the appropriate boxes:

<p>Rule 101(1)(m) defines "instructor" as an individual who possesses at least one of the following minimum requirements:</p> <p><input type="checkbox"/> An instructor of real estate courses who is or has been engaged in the practice of teaching at an accredited institution of higher learning. Detail Qualifications:</p> <p><input type="checkbox"/> A person properly licensed or certified by the department or other government agency who is engaged in the real estate aspects of appraising, financing, marketing, brokerage management, real property management, real estate counseling, real property law, or other related subjects. Detail Qualifications:</p> <p><input type="checkbox"/> A person who possesses alternative qualifications approved by the department, and is qualified by experience, education, or both to supervise and instruct a course of study. Detail Qualification:</p> <p><input type="checkbox"/> Distance Education Only Explain knowledge and understanding of the delivery</p> <p>AND</p> <p><input type="checkbox"/> I have attached a copy of my resume.</p>
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Signature of Instructor

Date

Signature of School Coordinator

Date

Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau
Testing, Education & Program Services
P.O. Box 30018, Lansing, MI 48909
517-241-9231 Fax: 517-241-7539
www.michigan.gov/bcstesting

SCHEDULE AND GEOGRAPHIC LOCATION OF CLASSES

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in disciplinary action

Year: _____ School/Sponsor #: _____ Name: _____

Course Number: _____ Title of Course: _____ Hours Approved: _____

Please Check One: ☐ Continuing Education ☐ Prelicensure

Please Check One: ☐ New ☐ Change ☐ Cancel

Instructions: Please provide all the information requested. Days of Week: Use M, T, W, TH, F, S, Sun.

Class #	Location: Street Address, City, State, Zip Code	Facility Name If Applicable	Date		Days of Week	Time		Full Name of Instructor
			Start	Finish		Start	Finish	